



City of Huntsville

Incorporated in 1845 under the Republic of Texas

INSPECTION REQUEST POLICIES AND PROCEDURES

Effective: October 11, 2007

INSPECTION REQUEST CONTACT NUMBER: 936-294-5717

Next Day Notice Inspection: the following inspection requests must be made at least the business day before. Specific time requests will be honored **only** to the best of the Central Inspection Division's abilities.

- Drive Approach
- Foundation (form survey must be submitted prior to foundation inspection)
- Foundation Piers and Footings
- Framing
- Electrical (except underground)
- Plumbing (except underground)(including gas tests of unoccupied buildings)
- Mechanical
- Structural Steel
- Fire Sprinkler Systems (except underground)
- Fire Alarm Systems
- Kitchen Hood Fire Extinguishing Systems
- Temporary Construction Electrical Poles
- New Construction Electrical Services
- Lawn Sprinkler Systems
- Mobile Home Connections
- Insulation
- Fire Partitions
- All Final Inspections
- All Other Inspections Not Listed in these Policies and Procedures

Half Day Notice Inspections: If an inspection below is requested before noon, an inspection will be performed after noon on the same day. If an inspection listed below is requested at noon or after noon, the inspection will be performed the following work day prior to the following day's noon time.

- Ground Plumbing
- Underground Electrical
- Gas Test Inspections of Occupied Occupancies
- Foundation Repairs
- Fire Lines

CENTRAL INSPECTION DIVISION

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Our vision for the City of Huntsville is a community that is beautiful, historic, culturally diverse, affordable, safe, and well planned with great opportunity for our citizens.

Same Day ASAP Inspections: The following inspections will be made as soon as possible. Though all attempts will be made to perform these inspections within a 2 hour time span of when they are requested, due to the possibility of the large number of pre-scheduled inspections, the inspection may not be performed during a 2 hour time span but will be performed before 5:00 PM the day of request.

Note: Any of the **ASAP** inspections may not be performed the same day if requested after 3:00 PM.

- Water and Sewer Lines
- Electrical Services on Occupied Buildings
- Contractor Questions
- Reports of Unlicensed Workers

Re-Inspections: Work that is found "not approved" and requiring a re-inspection must follow the above time schedules for another inspection unless pre-arrangements are made directly with the inspector that rejected the work.

NOTE: These are normal work day policies and procedures. The Building Official and/or the Building Inspector reserves the right to change these policies and procedures on any day for just cause.

NOTE: Inspections are not necessarily performed in the order that the requests are received. Due to the large number of inspection requests made to this office, inspections will be performed in an order that will create an efficient route so that all requested scheduled inspections can be made.